



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 2-18-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received 4/2/74	Application No. 74-109
3. AGENCY, Division, Subdivision & Administering Office Address Department of Offender Rehabilitation Intelligence and Investigation Section Room 815, Trinity-Washington Building		4. Person to Contact Margie Pavuk	
		5. Working Title Intelligence Analyst	6. Tel. No. 656-3773

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1973 - Present	9. Exact Series Title Institutional Evaluation Report File
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10. What is the function of the office in which this record series is created?

The function of the Intelligence and Investigation section is to keep the Commissioner informed on confidential prisoner intelligence data, institutional problems and criminal activity concerning the Department. Direct, assist and conduct investigations into matters as directed by the Commissioner. Perform state and county institutional evaluations together with any requested evaluation of other departmental facilities.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relate to the routine periodical evaluation of state and county correctional institutions and any requested evaluation of other departmental facilities.

Included is an evaluation report which is divided into the different functions of a correctional institution and a synopsis of these functions' status. The various functions evaluated are as follows: administration and fiscal management, food service program, medical services, educational program, treatment programs, inmate housing and welfare, maintenance and other services. Files are arranged alphabetically by location of evaluation.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				1 legal	2 cu. ft.		
Legal-size File Drawers	2	4	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				1	N/A	N/A	N/A

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ []
(See Attachment)
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
Ga. Code Ann. 77-337
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
Copies of report are in other locations.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []
(See Attachment)

24. REQUIREMENTS. The following requires the files to be kept permanent years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☒ [X] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ [X] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☐ [] OTHER _____, then:

- ☒ [X] Hold in the current files area 0 month(s)/ 2 year(s):
☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
☐ [] Destroy.
☒ [X] Transfer to State Archives for permanent retention.
☐ [] Destroy immediately after cut-off.
☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Elizabeth D. Mahoney</i>			
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>Allen Stubb</i>	<i>4-1-74</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dyer</i>	<i>4-4-74</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	<i>4-3-74</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>W. W. Shell</i>	<i>4-4-74</i>

STATE RECORDS
COMMITTEE

Attachments

14. The following people have a copy of this evaluation: Commissioner; Regional Deputies where institutions are located; members of the Boards of Offender Rehabilitation and Corrections; members of the Senate Penal and Correctional Affairs Committee; House of Representatives--State Institutions and Property-Penal Institutions Committee; individuals on the "need to know" list.
23. These files document the history of the State penal system.